

27 April 1979

MEMORANDUM FOR: Acting Chief
Information Systems Analysis Staff

FROM:

[REDACTED]

Classification Review Group

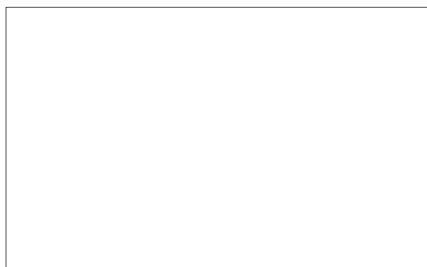
SUBJECT: Inclusion of Mandatory Review Actions in DARE System

1. CRG agrees with [REDACTED] that there are no insurmountable problems involved in incorporating mandatory review actions in the DARE system. Following our discussion with [REDACTED] we drafted a procedure for handling such material and forwarded a copy to him to be sure we were on the same wavelength. A copy of our draft is attached so that you can see how we propose to handle the input. Basically, the only differences between mandatory review input and that of regular systematic review is that we will use a job number of our own devising and the employee number of the person outside CRG who actually reviewed the document. We would, of course, have to have the document itself temporarily in order to extract the other information that goes into the system.

2. As noted in the attached, we will enter into the DARE system only those documents that have been either declassified or maintained in classified status. Documents released in sanitized form would be of no value in the DARE system, and their inclusion might perhaps lead to errors later.

3. One minor problem, addressed by [REDACTED] in paragraph 3 of his memo, is that the DARE system is intended to record action on permanent documents only. We would, therefore, consult the appropriate RMO concerning the status of the document before entering it in the DARE system.

Attachment: a/s



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18 April 1979

MEMORANDUM FOR: AC/ISAS

FROM: [REDACTED]

ODP Representative to ISAS

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SUBJECT: Mandatory Review

I met with ISAS/CRG personnel on 17 April 1978 for the purpose of discussing CRG's requirements for documents which come under the Agency Mandatory review program. CRG has requested a method be developed to include mandatory review documents in the current on-going Declassification and Review (DARE) Computer System.

Basically, to the DARE system, the only difference between mandatory review documents and 20 year review documents would be the source of the documents. CRG's 20 year review program is based upon permanent documents [REDACTED]

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[REDACTED] where as mandatory review documents will be forwarded to CRG by Agency components after declassification has taken place. CRG would then prepare an input coding sheet identifying the document as a mandatory review item and indicating the individual, external to CRG, who performed the declassification action. All other data would conform in format and content to that data recorded for any 20 year review document.

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? Inclusion of mandatory review documents in the DARE system can easily be accomplished and is practical from the standpoint that they are permanent documents which one day will be input to the data base anyway. Additionally, they will reside in the data base with all other Agency declassification actions and be addressable as a separate entity if required.

I would estimate the manpower to include mandatory review items in the DARE system software to be something less than one man hour.

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